Chapter 7 - Budgeting

PURPOSE

This chapter is intended to provide system users with an understanding of the budgeting procedures within R★STARS. Instructions on entering each type of expenditure and revenue budget into R★STARS are presented on the following pages.
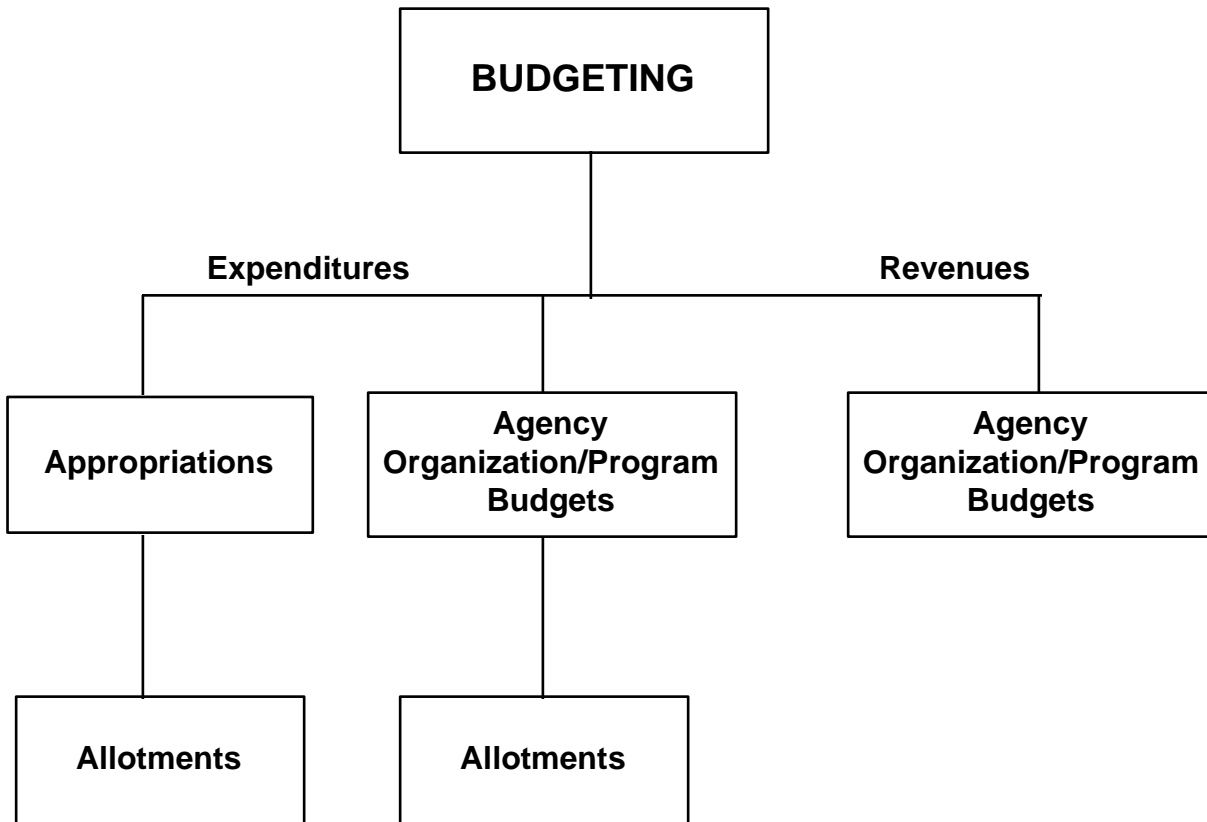
Terms

Agency Budget
Allotment
Appropriation
Estimated Revenue

Budgeting is a key activity in any governmental organization. Governments strive to produce a budget that meets the needs of its residents and businesses. This budget is constantly monitored and reviewed to provide for successful management and control of resources spent on the various activities sponsored by the government.

Both expenditure and revenue budgets are available within R★STARS. As shown on the following page, expenditure budgets are split into three different classifications: appropriations, agency budgets, and allotments. Revenue budgets are also recorded as agency budgets. Each of these budget types are described on the pages that follow. R★STARS also provides project and grant budgeting capabilities which are described in Chapters 13 and 14 of the Data Entry Guide.

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                          │     BUDGETING       │
                          │                     │
                          └──────────┬──────────┘
                                     │
         Expenditures                │              Revenues
    ┌────────────────┬───────────────┴──────────────┐
    │                │                               │
┌───┴──────────┐ ┌───┴──────────────┐       ┌────────┴─────────┐
│              │ │    Agency        │       │    Agency        │
│Appropriations│ │Organization/     │       │Organization/     │
│              │ │Program Budgets   │       │Program Budgets   │
└───┬──────────┘ └───┬──────────────┘       └──────────────────┘
    │                │
┌───┴──────────┐ ┌───┴──────────────┐
│              │ │                  │
│  Allotments  │ │   Allotments     │
│              │ │                  │
└──────────────┘ └──────────────────┘
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Appropriations

Appropriations are high level budgets which are defined by the State Legislature and represent the legal spending authority of the agencies. Appropriations may not be modified without approval from the proper authorities. Most appropriations are defined and tracked at the appropriation and appropriated fund level. Optional levels include organization, program and object. Appropriation control should be fatal (absolute) at the cash, accrual, and encumbered basis. This means that encumbrance, accrued, and cash expenditure transactions which cause the appropriation to be over-expended will produce fatal errors and will not be allowed to post. All these controls, however, are dependent upon the control type indicators in the 20 Appropriation profile and can be set to fatal, warn, or ignore.

Agency Budgets — Expenditures (Not used in Michigan)

Agency budgets are budgets which are optionally defined by the agencies for internal purposes. They are budgets at a lower level of detail in the classification structure than the appropriation budgets. Agency budget control is generally set to advisory (warning) or ignore, although agencies have the option to increase the control level to fatal. If the warning control is selected, expenditure transactions which exceed the agency budget will post and will be flagged with a warning message. Encumbrances and pre-encumbrances will also produce such errors when the agency elects to include these amounts in their fund control edits.

Allotments

Allotments are a division of budgets by time for either agency budgets or appropriations. Allotments can be system generated monthly, quarterly, or in one lump sum. Balances from one month/quarter are automatically carried forward to the next month/quarter. Allotment control can be set to fatal, warn or ignore. The control for allotments of appropriations will usually be different from the control for allotments of agency budgets.

Agency Budgets — Revenues (Not used in Michigan)

Agency revenue budgets are recorded by those agencies that need to control and monitor revenues for internal/statutory reasons.

This chapter will cover standard procedures for entering transactions for each of the budget types.

Users should consider the following when batching budgetary information for key data entry.

Consider the "rule of 50" when creating batches.

- ■ Each document should be limited to a maximum of 50 lines.
- ■ Each batch should be limited to a maximum of 50 documents.
- ■ The "rule of 50" is only a guideline. Agencies should not try to actively create documents or batches that contain exactly 50 lines or documents if there are not enough transactions to do so.
- ■ For example, if your agency has 65 TC 001 (original appropriation) transactions, you would enter 35 transactions in one document, then create a second document with automatic numbering (as described below) for the remaining 30 transactions. These two documents would be part of the same batch. If enough information is available to create more than 50 documents, a new batch should be created.

Consider using automatic document numbering to facilitate batch balancing.

- ■ Initiate the automatic document numbering capability in MAIN FACS.
- ■ As your document nears 50 lines of information, blank out characters 3-8 of the document number (put the cursor in the third position of the document number and hit the Erase End of Field key). Also blank out the three character suffix.
- ■ Enter the next line of information. After you hit the enter key, the system will assign a new document number. Simply write the new document number on the batch of documents you are working on.
- ■ This process allows for much easier balancing and error investigation by breaking the information down into easily identifiable and traceable "chunks" of data.

It is important for users to consider the transaction order when entering budgetary information.

Transactions should be completed in the following order:

- ■ TC (transaction code) 001 - Load original appropriation, enter and reconcile
- ■ TC 002 - Appropriation allotment increase, enter and reconcile
- ■ TC 003 - Establish/adjust estimated revenue, enter and reconcile
- ■ TC 017 - Establish deduct amount, enter and reconcile
- ■ TC 016 - Budgetary spending advance, enter and reconcile

There have been several situations where an agency would enter part of the original appropriation (TC 001) and all of the associated allotments, budgetary spending advances (BSAs), etc. Problems occur when the agency needs to adjust the original appropriation for some reason. Any adjustment to the original appropriation necessitates the deletion of all transactions that reference it (e.g., allotments, BSAs, etc.) and their eventual re-entry.

Agencies should consider entering, balancing, and verifying its original appropriation (in its entirety) prior to entering the next transaction code. Keep in mind that any mistakes can be reversed or deleted.

7.1 ENTRY OF APPROPRIATIONS AND AGENCY BUDGETS
(Not used in Michigan)

The budget development process is completed with the entry of appropriation and agency budget transactions. Original appropriations are usually entered at the level appropriated by the legislature. Appropriations and agency budgets are automatically divided into allotments if the allotment features are utilized. Transaction codes are set up to post appropriations and agency budgets separately.

Original agency budgets are entered at the level required by the agency. Agency budgets, like appropriations, are optionally divided into allotments. Transaction codes to post agency budgets are different from those that post allotments.

Future year budgetary transactions may be posted prior to the start of the year. This is useful when appropriations and/or agency budgets are identified prior to the start of the fiscal year. By recording these budgetary amounts before the start of the fiscal year, the transaction workload can be spread over a longer (more manageable) period.

To record future year budgets, the effective date to which the transaction is posting must be established in the D61 Current Date profile, and the transaction should post to budgetary balance types on the Appropriation Financial Table (original appropriation, allotments, reappropriation, transfers or revision), or on the Agency Budget Financial Table (original agency budgets, allotments or agency budget revisions). Additionally, the Appropriation profile, and any other appropriation year dependent profiles must be established for the new year.

To accommodate changes in budgets throughout the year, increase and decrease transaction codes are available in R★STARS. Appropriations can be revised as long as the appropriation year to which the appropriations belong is still active. R★STARS will separately track original appropriations and agency budgets, and adjustments to appropriations and agency budgets.

Most appropriation unencumbered/unobligated balances lapse (revert) at the end of the fiscal year, but capital project encumbered appropriations are available for several years. The year-end treatment of encumbrances and appropriations is more fully explained in Chapter 12.

The Budgetary Transaction Entry screen is used to enter budget transactions. It is discussed in Chapter 3 of this manual.

7.2 ENTRY OF ALLOTMENTS

Allotments are entered for appropriation and agency budgets using different transaction codes. Allotments for appropriations and agency budgets are system-generated (based on a separate transaction code found on the original appropriation/agency budget transaction).

The field "Multipurpose Code" on the Transaction Entry screen is used to determine how the appropriation/agency budget is allotted. The valid values are listed below and must be entered left justified.

> n **M** — equally divided into 12 periods. All closed/prior periods will "move-up" into the current period.

> n **Q** — equally divided into four quarters. All closed prior quarter will "move-up" into the current quarter.

> n **01 through 12** — a two digit period (fiscal month) is entered and the entire allotment will be loaded in that period.

> n **WWXXYYZZ** — where "WW" equals the percent allotted to the first quarter, etc. For example, 10403020 would mean 10% for Qtr. 1; 40% for Qtr. 2; 30% for Qtr. 3; and 20% for Qtr. 4. The sum of these amounts must equal 100%.

Changes in allotments that may occur during the year are made using the same transaction code used to load the original allotments.

Allotment Adjustments

The DAFR6110 Appropriation Allotment Nearing Deficit was designed to show which appropriations and D23 Funds are nearing deficit. Please note the following is the calculation for remaining appropriation allotments:

    Appropriation Allotment (Balance Type 23)
Less: Cash Expenditures (Balance Type 15)
           Accrued Expenditures (Balance Type 17)
EQUALS Remaining Appropriation Allotment

This information is also available on-line through the R★STARS Appropriation Financial Inquiry screen (62). View the values for Cash Expenditures (Balance Type 15) Plus Accrued Expenditures (Balance Type 17). This amount should be deducted from the Appropriation Allotment (Balance Type 23). The key values for viewing activity through the end of a fiscal month is as follows:

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Budgeting

AGY	NNN	**INQ TYPE**	MC
AY	95 (varies)	**INQ YEAR**	95 (varies)
APPN #	NNNNNN	**INQ MONTH**	02 (varies)
FUND	NNN	**DETAIL/SUMMARY**	D

The following is a screen print of an Appropriation Financial Inquiry screen (62). The remaining appropriation allotment calculation should be as follows:

Appropriation Allotment (Balance Type 23)	$111,105.95
Less: Cash Expenditures (Balance Type 15)	(85,169.30)
Accrued Expenditures (Balance Type 17)	(332.93)
EQUALS Remaining Appropriation Allotment	$25,603.72

```
S062 VER 2.0    STATE OF MICHIGAN PRODUCTION REGION (PMAIN)  12/14/94 02:37 PM
 LINK TO:             APPROPRIATION FINANCIAL INQUIRY                    PROD
 AGY: NNN APPN YEAR: 95 APPN #: 01230    PERSONNEL
 APPR FUND:      FUND: 1000    COMP SRCE/GRP:     OBJ/COMP OBJ:
 PRG CD:      LVL:                      ORG CD:      LVL:
  INQ TYPE: MC  INQ YEAR: 95  INQ MONTH: 03 DETAIL/SUMMARY: D
 CASH BASIS BUD:          408,526.65    NET CASH ACT:              85,169.30-
 ACCR BASIS BUD:          408,193.72 REM APPN ALLOT:               25,599.72
  ENC BASIS BUD:          408,189.72 ACCR CSH AVAIL:              408,193.72
                                     ENC CASH AVAIL:              408,189.72
 BT      TITLE               AMOUNT BT       TITLE                    AMOUNT
 01 ORIGINAL APP         490,500.00
 04 APP TRSFR IN           3,195.00
 15 CASH EXPEND           85,169.30
 17 ACCRD EXPEND             332.93
 18 ENC OTSTDNG               4.00
 23 APPROP ALLOT        111,105.95




 F1-HELP       F5-NEXT       F9-INTERRUPT     ENTER-INQUIRE    CLEAR-EXIT
```

Allotments are entered using the 503 Budgetary Transaction Entry screen. The screen and the input coding instructions are described in Chapter 3.

7.3 REPORTING

After budgetary transactions have been entered, the status of the budgets needs to be monitored. R★STARS maintains two types of reporting capabilities that enable users to monitor the status of the budgets: on-line inquiry and standard reports. This section describes the on-line inquiries and the standard reports available for budget transactions. For more information see Chapter 11.

On-Line Inquiry

On-line inquiry allows users to view specific Appropriation and Agency Budget Financial Table records. These records may include estimated revenues. Financial plans and revenue plans may also be viewed on-line using the General Ledger Financial Table.

The available inquiries for appropriations and agency budgets are:

> n 58 Agency/Fund Summary Inquiry
> n 60 GAAP Basis Authorization Inquiry
> n 61 Agency Budget Financial Inquiry
> n 62 Appropriation Financial Inquiry

These inquiry screens are shown in Chapter 3.

Standard Reports

The standard reports can be requested by the R★STARS user with the appropriate security level. Standard reports serve to provide paper documentation of the budget status. Reports are always produced immediately following a batch update cycle, and therefore contain the most current transaction information. Some reports may be produced weekly while others are produced after month end.

7.4 BUDGET EXAMPLES

The following examples are designed to show how agency budget modifications and financial plans are coded.

Example 1

Agency BBB has a lump sum appropriation, budgeted as follows:

Organization	Current Agency Budget
R★STARS Training	$35,000
System Training	$20,000
Management Training	$45,000

After a review conducted on July 7, 1993, the Department Head decides that additional funds are required for R★STARS training. The Department Head requests you enter a transaction on the Budgetary Transaction Entry screen to transfer $10,000 from Management Training Division to R★STARS Training effective July 8, 1993. The comptroller object used for the transfer is 7202. The Budgetary Transaction Entry screens used to record the transfer are shown on the following page.

```
S503 VER 2.0                    R★STARS ACCOUNTING            08/15/94 12:00 PM
LINK TO:                   BUDGETARY TRANSACTION ENTRY        NOTE:      FACS

BATCH: AGENCY MCS DATE 070893 TYPE 1 NO 100 SEQ NO 00002 MODE EDIT AND POST
   DOC DATE: 070893             EFF DATE: 070893
 CUR DOC/SFX: A0000011 001   REF DOC/SFX:            AGENCY: BBB
  TRANS CODE: 004       APPROPRIATION TRANSFER OUT
       INDEX: 11000     MANAGEMENT TRAINING DIVISION
         PCA:                                          AY: 94
COMP/AGY OBJ: 7202       EMPLOYEE TRAINING EXPENSES
      AMOUNT: 10000.00        RVS:             FUND OVRD:
   DOC COUNT: 00001       DOC AMT: 00000020000.00 DOC AGY: BBB
 DESCRIPTION: TO TRANSFER TRAINING BUDGET



     APPN NO:                   FUND:             GL ACCT/AGY:
 GRANT NO/PH:            SUBGRANTEE:              PROJ NO/PH:
 MPCD:             AGY CD-1:     2:      3:             RTI:



F1-HELP  F3-RTI  F4-EDIT  F6-BALANCING  F7-DETAILS  F9-INTERRUPT  F10-SAVE
F11-SAVE/CLEAR  F12-HEADERS  CLEAR-EXIT
```

```
S503 VER 2.0                    R★STARS ACCOUNTING            08/15/94 12:00 PM
LINK TO:                   BUDGETARY TRANSACTION ENTRY        NOTE:      FACS

BATCH: AGENCY MCS DATE 070893 TYPE 1 NO 100 SEQ NO 00003 MODE EDIT AND POST
   DOC DATE: 070893             EFF DATE: 070893
 CUR DOC/SFX: A0000011 002   REF DOC/SFX:            AGENCY: BBB
  TRANS CODE: 005       APPROPRIATION TRANSFER IN
       INDEX: 10000     MANAGEMENT TRAINING DIVISION
         PCA:                                          AY: 94
COMP/AGY OBJ: 7202       EMPLOYEE TRAINING EXPENSES
      AMOUNT: 10000.00        RVS:             FUND OVRD:
   DOC COUNT: 00001       DOC AMT: 00000020000.00 DOC AGY: BBB
 DESCRIPTION: TO TRANSFER TRAINING BUDGET



     APPN NO:                   FUND:             GL ACCT/AGY:
 GRANT NO/PH:            SUBGRANTEE:              PROJ NO/PH:
 MPCD:             AGY CD-1:     2:      3:             RTI:



F1-HELP  F3-RTI  F4-EDIT  F6-BALANCING  F7-DETAILS  F9-INTERRUPT  F10-SAVE
F11-SAVE/CLEAR  F12-HEADERS  CLEAR-EXIT
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Example 2

The General Accounting Office must load appropriations for R★STARS training. The legislature gave the following appropriations and specified the locations to be purchased for the R★STARS training. See the following page for examples of the Transaction Entry screens.

Agency	Location	Amount
ADA	2410 Berger Dr. Auditorium	$75,000.00
ADA	15 W. Hedding Conference Rm	$20,000.00
ADA	145 W. Hedding Library	$15,000.00

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S503 VER 2.0                   R★STARS ACCOUNTING              08/15/94 12:00 PM
LINK TO:                 BUDGETARY TRANSACTION ENTRY           NOTE:      FACS

BATCH: AGENCY MCS DATE 080493 TYPE 1 NO 100 SEQ NO 00004 MODE EDIT AND POST
    DOC DATE: 080493              EFF DATE: 080493
 CUR DOC/SFX: A0000001 001   REF DOC/SFX:               AGENCY: ADA
  TRANS CODE: 001        ORIGINAL APPROPRIATION
       INDEX: 10000       R★STARS TRAINING DIVISION #1
         PCA:                                                 AY: 94
COMP/AGY OBJ: 7202         EMPLOYEE TRAINING EXPENSES
      AMOUNT: 7500.00        RVS:                FUND OVRD:
   DOC COUNT: 00001        DOC AMT: 00000042500.00 DOC AGY: ADA
 DESCRIPTION: BUDGET-BERGER DR AUDITORIUM



     APPN NO:                   FUND:              GL ACCT/AGY:
 GRANT NO/PH:           SUBGRANTEE:                PROJ NO/PH:
 MPCD:            AGY CD-1:     2:      3:               RTI:



 F1-HELP  F3-RTI  F4-EDIT  F6-BALANCING  F7-DETAILS  F9-INTERRUPT  F10-SAVE
 F11-SAVE/CLEAR  F12-HEADERS  CLEAR-EXIT
```

```
S503 VER 2.0                   R★STARS ACCOUNTING              08/15/94 12:00 PM
LINK TO:                 BUDGETARY TRANSACTION ENTRY           NOTE:      FACS

BATCH: AGENCY MCS DATE 080493 TYPE 1 NO 100 SEQ NO 00005 MODE EDIT AND POST
    DOC DATE: 080493              EFF DATE: 080493
 CUR DOC/SFX: A0000001 002   REF DOC/SFX:               AGENCY: ADA
  TRANS CODE: 001        ORIGINAL APPROPRIATION
       INDEX: 10001       R★STARS TRAINING DIVISION #2
         PCA:                                                 AY: 94
COMP/AGY OBJ: 7202         EMPLOYEE TRAINING EXPENSES
      AMOUNT: 20000.00        RVS:                FUND OVRD:
   DOC COUNT: 00002        DOC AMT: 00000042500.00 DOC AGY: ADA
 DESCRIPTION: BUDGET-W HEDDING CONFERENCE RM



     APPN NO:                   FUND:              GL ACCT/AGY:
 GRANT NO/PH:           SUBGRANTEE:                PROJ NO/PH:
 MPCD:            AGY CD-1:     2:      3:               RTI:



 F1-HELP  F3-RTI  F4-EDIT  F6-BALANCING  F7-DETAILS  F9-INTERRUPT  F10-SAVE
 F11-SAVE/CLEAR  F12-HEADERS  CLEAR-EXIT
```

```
S503 VER 2.0                   R★STARS ACCOUNTING          08/15/94 12:00 PM
LINK TO:                  BUDGETARY TRANSACTION ENTRY         NOTE:      FACS

BATCH: AGENCY MCS DATE 080493 TYPE 1 NO 100 SEQ NO 00006 MODE EDIT AND POST
   DOC DATE: 080493              EFF DATE: 080493
 CUR DOC/SFX: A0000001 003   REF DOC/SFX:               AGENCY: ADA
  TRANS CODE: 001       ORIGINAL APPROPRIATION

       INDEX: 10002     R★STARS TRAINING DIVISION #3
         PCA:                                          AY: 94
COMP/AGY OBJ: 7202       EMPLOYEE TRAINING EXPENSES
      AMOUNT: 15000.00        RVS:            FUND OVRD:
   DOC COUNT: 00003       DOC AMT: 00000042500.00 DOC AGY: ADA
 DESCRIPTION: BUDGET-W HEDDING LIBRARY



     APPN NO:                  FUND:              GL ACCT/AGY:
 GRANT NO/PH:             SUBGRANTEE:              PROJ NO/PH:
 MPCD:            AGY CD-1:      2:       3:           RTI:



 F1-HELP  F3-RTI  F4-EDIT  F6-BALANCING  F7-DETAILS  F9-INTERRUPT  F10-SAVE
 F11-SAVE/CLEAR  F12-HEADERS  CLEAR-EXIT
```

Example 3

Starting July 10, 1993, the user will soon lease a new training facility which may be rented out to community groups. This building will be maintained by two divisions in Agency MMM. The Management Training Division will be in charge of renting out the building, including advertising, bookings and cash collections, and therefore, needs additional staff. The Other Systems Training Division will be in charge of training programs. Additional staff is also needed for this function. The budgets to support these programs are:

	Management	
Budget Modification	**Training**	**Other System Training**
Increase in Expenditures	$15,000	$12,500
Increase in Revenues	$27,500	

The budget increases will fund permanent employees (Comptroller Object 6011). The employee from the Management Training Division will be classified as Chief of Revenue Collection. The employee for the Other Systems Training Division will be classified as Director of Public Services. Additional revenues to offset this increase will be posted to Comptroller Object 4741. The completed Budgetary Transaction Entry screens used to enter the new budgets into R✶STARS are shown on the following pages.

```
 S503 VER 2.0                   R★STARS ACCOUNTING              08/15/94 12:00 PM
 LINK TO:                   BUDGETARY TRANSACTION ENTRY         NOTE:      FACS

 BATCH: AGENCY MCS DATE 071093 TYPE 1 NO 100 SEQ NO 00007 MODE EDIT AND POST
    DOC DATE: 071093             EFF DATE: 071093
 CUR DOC/SFX: B0000006 001   REF DOC/SFX:                  AGENCY: MMM
  TRANS CODE: 021         AGENCY BUDGET ADJUSTMENT
       INDEX: 11000       MANAGEMENT TRAINING DIVISION
         PCA:                                                  AY: 94
 COMP/AGY OBJ: 6011        BASE SALARY
       AMOUNT: 15000.00        RVS:            FUND OVRD:
    DOC COUNT: 00001       DOC AMT: 00000055000.00 DOC AGY: MMM
  DESCRIPTION: ADJUST EXPENDITURE BUDGET



     APPN NO:                   FUND:              GL ACCT/AGY:
  GRANT NO/PH:              SUBGRANTEE:              PROJ NO/PH:
  MPCD:            AGY CD-1:     2:      3:              RTI:



 F1-HELP  F3-RTI  F4-EDIT  F6-BALANCING  F7-DETAILS  F9-INTERRUPT  F10-SAVE
 F11-SAVE/CLEAR  F12-HEADERS  CLEAR-EXIT
```

```
S503 VER 2.0                 R★STARS ACCOUNTING            08/15/94 12:00 PM
LINK TO:              BUDGETARY TRANSACTION ENTRY          NOTE:      FACS

BATCH: AGENCY MCS DATE 071093 TYPE 1 NO 100 SEQ NO 00008 MODE EDIT AND POST
   DOC DATE: 071093           EFF DATE: 071093
 CUR DOC/SFX: B0000006 002   REF DOC/SFX:              AGENCY: MMM
  TRANS CODE: 021       AGENCY BUDGET ADJUSTMENT
      INDEX: 10001      OTHER SYSTEM TRAINING DIVISION
        PCA:                                            AY: 94
COMP/AGY OBJ: 6011       BASE SALARY
      AMOUNT: 12500.00       RVS:            FUND OVRD:
   DOC COUNT: 00002      DOC AMT: 00000055000.00 DOC AGY: MMM
 DESCRIPTION: ADJUST EXPENDITURE BUDGET



     APPN NO:                  FUND:          GL ACCT/AGY:
 GRANT NO/PH:           SUBGRANTEE:               PROJ NO/PH:
 MPCD:           AGY CD-1:      2:      3:          RTI:



 F1-HELP  F3-RTI  F4-EDIT  F6-BALANCING  F7-DETAILS  F9-INTERRUPT  F10-SAVE
 F11-SAVE/CLEAR  F12-HEADERS  CLEAR-EXIT
```

```
S503 VER 2.0                 R★STARS ACCOUNTING            08/15/94 12:00 PM
LINK TO:              BUDGETARY TRANSACTION ENTRY          NOTE:      FACS

BATCH: AGENCY MCS DATE 071093 TYPE 1 NO 100 SEQ NO 00009 MODE EDIT AND POST
   DOC DATE: 071093           EFF DATE: 071093
 CUR DOC/SFX: B0000006 003   REF DOC/SFX:              AGENCY: MMM
  TRANS CODE: 024       ESTABLISH AGENCY REVENUE BUDGET
      INDEX: 10001      MANAGEMENT TRAINING DIVISION
        PCA:                                            AY: 94
COMP/AGY OBJ: 4741       BASE SALARY
      AMOUNT: 27500.00       RVS:            FUND OVRD:
   DOC COUNT: 00003      DOC AMT: 00000055000.00 DOC AGY: MMM
 DESCRIPTION: ADJUST EXPENDITURE BUDGET



     APPN NO:                  FUND:          GL ACCT/AGY:
 GRANT NO/PH:           SUBGRANTEE:               PROJ NO/PH:
 MPCD:           AGY CD-1:      2:      3:          RTI:



 F1-HELP  F3-RTI  F4-EDIT  F6-BALANCING  F7-DETAILS  F9-INTERRUPT  F10-SAVE
 F11-SAVE/CLEAR  F12-HEADERS  CLEAR-EXIT
```